

HIGHLIGHT

Production Creative professional with experience in film production, post-production, and marketing operations. Skilled in cross-department coordination, project organization, and fast-paced workflows, with a proactive and detail-oriented approach to supporting creative teams. Eager to contribute to entertainment marketing while continuing to grow as an editor.

SKILLS

Production Support
Office Support
Cross-Department Coordination
On-Set Logistics
Project & Asset Management
Production Runs
Talent Coordination
Props & Wardrobe Support
Production Coordination
Event Support
Digital Asset Management
Media File Handling & Transfers
Adobe Premiere Pro
DaVinci Resolve
Bilingual: English & Korean

FILM FESTIVAL RECOGNITION

<Don't Change>

Official Selection
Big Teeth Small Shorts Film Fest (Summer 2026)

<Lola's Got The Blues>

Official Selection
Big Teeth Small Shorts Film Fest (Winter 2026)

<They Used To Call Me>

Honorable Mention
Hollywood Shorts Fest (2026)

Semi Finalist
Rome International Short Festival (2026)

Award of Excellence
Canada Shorts Film Festival (2025)

EDUCATION

Depaul University Chicago, IL
MS - Film and Television
Central Michigan University Mt. Pleasant, MI
BAA - Broadcast and Cinematic Arts
Multimedia Design

WORK EXPERIENCE

PRODUCTION ASSISTANT Apr 2026 - Current | Los Angeles

FREELANCE MUSIC VIDEO PRODUCTIONS

- Provided day-to-day production support across departments, coordinating equipment, props, wardrobe, talent needs, and production runs and other on-set needs as priorities shifted throughout the day.
- Anticipated changing priorities, responded to last-minute requests, and collaborated with crew members to keep production operations running smoothly.

EVENT OPERATIONS & PRODUCTION STAFF Oct 2026 | Los Angeles, CA

NINES INTERNATIONAL

- Supported daily event operations, managing booths, assisting visitors, and coordinating with vendors and staff to ensure smooth on-site activities.
- Produced interview footage for event reports and captured product and event photography for promotional and organizational use.

POST-PRODUCTION INTERN Apr 2026 - Jun 2026 | Los Angeles, CA

UNDERRATED

- Managed and quality-checked media assets across 80+ film titles, including feature masters, trailers, subtitles, artwork, and promotional materials; organized files using consistent naming conventions and folder structures.
- Identified missing or incorrect assets, prepared materials for distribution workflows, and rebuilt trailers and subtitle deliverables in Adobe Premiere Pro while meeting production deadlines.

PRODUCTION CREW | EDITOR | DIT Dec 2022 - Current | Chicago, IL & Los Angeles, CA

FREELANCE FILM PRODUCTIONS

- Ingested, organized, backed up, and prepared camera and audio media for independent films, commercials, and music videos; reviewed footage and identified usable takes and story moments with directors and producers.
- Supported directors and production teams across independent narrative productions, assisting with media management, production coordination, project tracking, and cross-department workflows from production through post-production.

BILINGUAL PRODUCTION ASSISTANT Aug 2025 | Chicago, IL

DUROO PRODUCTIONS

- Supported Korean-English communication on set, relayed the director's instructions clearly to crew members, and helped maintain call sheet flow and production continuity throughout the shoot.
- Worked closely with the director and production team on set, assisting with equipment setup, talent coordination, and overall on-the-ground production operations.

MARKETING DIRECTOR Aug 2024 - Dec 2025 | Chicago, IL

UNISS USA

- Coordinated marketing operations across multiple brands, working with internal teams, external vendors, and creative partners to manage projects and deliverables.
- Supported company events, trade shows, and special projects while managing resources, creative assets, and shifting priorities across departments.

LET'S CONNECT

madewithjin.com

jessica.jin.post@gmail.com
9894444863

